



EXPENSES CLAIM

Claim Number

2736

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Ailsa Beaton			NED				
Usual mileage to work			n/a				
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
07/06/15	18:00	19:15	[redacted] to Perpignan Airport	Car	89.8	40.41	
07/06/15	21:00	23:00	Perpignan Airport to Stansted & return (less 40euro)	Plane		90.03	x
07/06/15	23:30	01:00	Stansted to Victoria & return	Bus		15.00	x
08/06/15	01:00	01:30	Taxi to Putney Bridge	Car		20.00	x
08/06/15	09:00	10:00	Tube/bus to Euston and return	Tube/Bus		6.10	x
08/06/16	10:40	12:30	Train Euston to Wilmslow	Train		39.70	x
08/06/15	16:05	18:00	Train Wilmslow to London	Train		39.70	x
11/06/15	04:30	05:00	Taxi Putney Bridge to Victoria	Car		18.00	x
11/06/15	11:05	12:04	Parking airport			1.53	x
11/06/15	12:04	13:40	lift Perpignan Airport to [redacted]	Car	89.8	40.41	
				sub-total			

Other incidental expenses (e.g. telephone, postage)

15/06/15	09:00	11:00	Vodafone Eurotraveller for Dep Cmsr long listing	3.00	

* Only pay items 4, 5, 6, and 'other incidental expenses - total: £88.50

total amount claimed	313.87
less cash advances received	0.00
amount claimed for payment	313.87

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

83980

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section			
Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		EXE

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)

28 JUL 2015

total amount claimed	11.00
less cash advances received	
amount claimed for payment	11.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

* If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED

12CT2741

14 AUG 2015

ico.

EXPENSES CLAIM

Claim Number

51543

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
					45p	25p		
20/7/2015	1350	2215	Food during day trip to London (max claim allowable)				5.00	1,2, & 3
22/07/2015	0945	-	Pain au chocolate (coffee free for use of loyalty card)				1.60	✓ 4
	-	2015	Cup of tea after meeting plus service charge (£3.60 + £0.36)				3.96	✓ 5
23/07/2015	1250	2100	Food on the train on way to London				3.70	✓ 6
29/07/2015	0630	1930	Food on train on return from London				3.70	✓ 7
04/08/2015	0630	-	Coffee on train on way to London				1.95	✓ 8
	-	2000	Cup of tea in London before return				2.80	✓ 9
12/08/2015			Recharge costs of phone calls				-13.98	10
sub-total					0	0	8.73	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							8.73	
less cash advances received								
amount claimed for payment							8.73	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance								

* If no break down is provided please add a brief description

14 AUG

Claim Number

54445



Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)					
total amount claimed				18.60	
less cash advances received					
amount claimed for payment				18.60	

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

R2CT2766

R2CT2759



EXPENSES CLAIM

Claim Number

41789

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
David Smith	H		DP Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
22/07/15	07:20		Home to Stockport	Taxi				
			Stockport to London	Train				
			London to Brussels	Eurostar				
			(Future of Privacy Sub-Group Meeting)					
			Garde Midi to Rue Montoyer	Taxi (with Iain Bourne)			14 euros	✓
			Plas Luxembourg to Brussels airport	Bus			4.50 euros	✓
			Brussels to Manchester airport	Plane				
		22:00	Manchester airport to home	Taxi				
			Subsistence - over 10 hours				71 euros	
			original with R2CT2759					
							89.50 euros	
sub-total					0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson.**

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	0.00	89.50 ew
less cash advances received		
amount claimed for payment	0.00	89.50 ewo.

DECLARATION

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

89.50 + 1 36933 = 1265.36

EXPENSES CLAIM

Claim Number

51452

All expenses **MUST be claimed** in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive
Usual mileage to work			

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

[illegible]

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson **

All parking claims must be approved by Mike Conlin/Don Wilson				
Date	Reason			Amount
				0.00
**Signed		Date		

	total amount claimed	25.19
	less cash advances received	
	amount claimed for payment	25.19

DECLARATION

If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

RCT2760

Claim Number

91999

All expenses MUST be claimed in accordance with the Expenses Guide available on **ICON** Finance Section.

Name			Job Level	Payroll NO.	Department		
David Smith			H		DP Executive		
Usual mileage to work							
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.							
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
22/07/15	07:20		Home to Stockport	Taxi			6.50 YES ✓
			Stockport to London	Train			
			London to Brussels	Eurostar			
			(Future of Privacy Sub-Group Meeting)				
			Garde Midi to Rue Montoyer	Taxi (with Iain Bourne)			
			Plas Luxembourg to Brussels airport	Bus			
			Brussels to Manchester airport	Plane			
		22:00	Manchester airport to home	Taxi			17.00 YES ✓
			(Subsistence - over 10 hours)				
sub-total					0	0	23.50

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	23.50
less cash advances received	
amount claimed for payment	23.50

If no break down is provided please add a brief description of the items consumed. Thank you.

ACT2757



EXPENSES CLAIM

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive
Usual mileage to work			

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/ other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£	p
04/08/15	08:30		Stockport to London	Train				
			(Better Regulation Delivery Seminar)					
			Euston to Embankment	Tube			0.60	No
			St James Park - Euston	Tube			0.60	No
		17:30	London to Stockport railway station	Train				
			Subsistence:				1.95	Yes ✓
				sub-total	0	0	3.15	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	3.15
less cash advances received	
amount claimed for payment	3.15

If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

ACT 2756

Claim Number

74569

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
David Smith	H		DP Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
01/07/15	07:00		Home to Stockport railway station	Taxi			6.50	YES
			Stockport to Edinburgh	Train				
			(Peter Hustinx honorary doctorate ceremony)					
			Edinburgh to London	Train				
02/07/15			Kings Cross to Piccadilly Circus	Tube			2.30	NO
			(The Royal Academy of Engineering)					
				Walk				
			(ICO's Annual Report Launch)					
			Embankment to Euston	Tube			1.50	NO
		15:45	Euston to Wilmslow	Train				
			Subsistence:				2.30	YES
							6.15+5.83	YES
sub-total					0	0	24.58	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed **24.58**
less cash advances received
amount claimed for payment **24.58**

EXPENSES CLAIM

12CT2759

Claim Number

41789

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department			
David Smith			H		DP Executive			
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
22/07/15	07:20		Home to Stockport	Taxi				
			Stockport to London	Train				
			London to Brussels	Eurostar				
			(Future of Privacy Sub-Group Meeting)					
			Garde Midi to Rue Montoyer	Taxi (with Iain Bourne)			14 euros	✓
			Plas Luxembourg to Brussels airport	Bus			4.50 euros	✓
			Brussels to Manchester airport	Plane				
		22:00	Manchester airport to home	Taxi				
			Subsistence - over 10 hours				71 euros	
							89.50 euros	
				sub-total	0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by Mike Collins/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	0.00	89.50 euros
less cash advances received		
amount claimed for payment	0.00	89.50 euros

If no break down is provided please add a brief description of the items consumed. Thank you.

$$89.50 \div 1.36933 = 65.36$$